



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

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|--|---|--|--------------------------------------|--------------------------------------|
| 1. Application Date 12/18/1975 | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE | | |
| 2. Agency Application No. amendment | | Date Received DEC 22 1975 | Application No. 73-557-A | Date Completed DEC 30 1975 |
| 3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources General Services Section, 801-A 270 Washington Street Atlanta, Georgia 30334 | | 4. Person to Contact Ms. Nancy Johns | 5. Working Title Secretary | 6. Tel. No. 656-4708 |

7. ACTION REQUESTED: To Amend Standard # 73-557

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

| | |
|--|---|
| 8. Earliest & Latest Dates of Series 1938-date | 9. Exact Series Title WASTEWATER TREATMENT PLANT SPECIFICATION FILE |
|--|---|

10. What is the function of the office in which this record series is created?

The Environmental Protection Division is responsible for the maintenance and improvement of the State's environmental quality through research and program development, and through the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to maintaining specifications for the construction and operation of wastewater treatment plants.

Included are detailed specifications and technical provisions pertaining to site development, physical structures, mechanical equipment, controls and instrumentations, and all other functions of a wastewater treatment plant; plans and blueprints; contract documents; cost projections; and other related data in bound, 8 1/2 x 11 volumes.

File is arranged alpha-numerically by specification number.

ATTACH SAMPLES OF THE FILE

| 12. EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers | Cu. Ft. of Records | | |
|--------------------------|----------------|--------------------|------------------------------------|----------------|--------------------|------------------|-----------------|
| Letter-size File Drawers | 40 | 60 | | 10 | 15 | | |
| Legal-size File Drawers | | | Floor Space Occupied (Square Feet) | In Office(s) | In Storage Area(s) | | |
| | | | | This Year's | Last Year's | Preceding Year's | All Prior Years |
| | | | AVERAGE DAILY REFERENCES | 5 | 0 | 0 | 0 |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☐
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ ☐
16. Does the series contain classified information requiring security handling? ☐ ☐
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☐
18. Could the function be performed if the files were lost or destroyed? ☐ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☐
20. Does the record series provide data as input to an EDP file? ☐ ☐
21. Does the record series contain documentation produced as EDP printout? ☐ ☐
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☐

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify): Review files each December and June and place all specifications which have become obsolete or superseded in inactive file; transfer inactive file to State Records Center; hold 2 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

| Records Management Officer (Signature) | Date | OTHER REQUIRED SIGNATURES | DATE |
|--|--|---------------------------|----------|
| <i>[Signature]</i> | 12/18/75 | | |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>[Signature]</i> | 12/18/75 |
| | State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>[Signature]</i> | 12-29-75 |
| | Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>[Signature]</i> | 12-22-75 |
| | Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>[Signature]</i> | 12-29-75 |

STATE RECORDS
COMMITTEE



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| 1. Application Date | INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE | |
| 2. Agency Application No. EPD-WQC 2 | | Date Received NOV 14 1973 | Application No. 73-557 Date Completed NOV 26 1973 |
| 3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Division, Water Quality Control Room 609 Health Bldg., 47 Trinity Avenue Atlanta, Georgia 30334 | | 4. Person to Contact Nancy Sullivan | 5. Working Title Typist II |
| | | 6. Tel. No. 656-4708 | |

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

| | |
|---|--|
| 8. Earliest & Latest Dates of Series 1938 - date | 9. Exact Series Title Wastewater Treatment Plant Specification File |
|---|--|

10. What is the function of the office in which this record series is created?

The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: specifications for the construction and operation of wastewater treatment plants.

Included are: detailed specifications and technical provisions pertaining to the site development, physical structures, mechanical equipment, controls and instrumentations, and all other functions of a wastewater treatment plant; plans and blueprints; contract documents; cost projections; and other related data in bound 8½ x 11 volumes.

Arranged alpha-numerically by specification number.

ATTACH SAMPLES OF THE FILE

| 12. EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers | Cu. Ft. of Records |
|--------------------------|----------------|--------------------|------------------------------------|---------------------------------|--------------------|
| Letter-size File Drawers | 40 | 60 | FLOOR SPACE OCCUPIED (Square Feet) | 10 (current) 15 | |
| Legal-size File Drawers | | | | In Office(s) In Storage Area(s) | |
| | | | | 48 | |
| | | | AVERAGE DAILY REFERENCES | This Year's | Last Year's |
| | | | | 5 | 0 |
| | | | | Preceding Year's | All Prior Years |
| | | | | 0 | 0 |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (U.S. Environmental Protection Agency has one copy of specifications) | | |
| 14. Is there a duplication of this series in another office or agency? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Retain 3 years after plant is completed if Federal funds involved. See | | |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Fed. Register, vol 38, # 151, p.21343. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (Only the specifications for plants in operation) | | |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept (see below) XXXXX years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Retain until a specification becomes obsolete or superceded when a plant is abandoned, enlarged, or remodeled.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER (see below) _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) Review files every 6 months and remove specifications which have become obsolete or superceded; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

| Records Management Officer (Signature) | Date | OTHER REQUIRED SIGNATURES | DATE |
|--|---|---------------------------|----------|
| <i>John Neam</i> | 11/13/73 | | |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee | <i>W. Hansen</i> | 11/12/73 |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | |
| | State Auditor/Designee | <i>William M. Dixon</i> | 11-21-73 |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | |
| STATE RECORDS COMMITTEE | Secretary of State/Designee | <i>Carroll East</i> | 11-19-73 |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | |
| | Attorney General/Designee | <i>Robert J. Shree</i> | 11-26-73 |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | |